



Office of the City Clerk

Weekly Report – for Week Ending March 25, 2016

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

Elections: - On March 22, the City Attorney provided the Title and Summary to the proponents of the *Building Moratorium; Restrictions on General Plan Amendments: Required Review of General Plan* initiative petition.

Also on March 22, staff received a recall petition draft from the proponents to recall Councilmember Krekorian. Staff has 10 days to review it and ensure it meets Election Code and City Charter requirements, before proponents can begin circulating the petition.

2016 Neighborhood Council Elections – The Candidate Filing and Documentation Period has ended for Regions 1 through 7. The documentation deadline for Region 8 is March 25. Clerk staff has received 11 Vote- By-Mail applications for the Westwood NC.

The final Lists of Certified Candidates have been published for Regions 1-6.

Below are the number of candidate filings per region.

Region	Number of Candidates Pending	Number who Did Not Qualify	Number of Candidates Certified
1	0*	24	167
2	0*	10	74
3	0*	8	136
4	0*	13	139
5	0*	21	217
6	0*	8	136
7	0*	12	183
8	22		129
9	5		13
10	5		8
11	7		49
12	2		13
Totals:	41	96	1,264

* Filing has closed; no candidates pending.

The Online Voter Management module provided by the vendor Everyone Counts (E1C) does not have enough function features for EmpowerLA (ELA) to register voters on Election Day. ELA has requested the vendor to add additional data fields to the Voter Management module to accommodate their needs.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	4/5
Number of Notices/Publications	26
Number of Contracts Attested	58
Number of Council Files Created	99

TOP ITEMS

- **2016 Neighborhood Council Election preparations continue.**
- **E-Signature project operational and successful**
- **New web portal for Business Improvement Districts in planning stage.**



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Number of Claims Received	156
Number of Referrals	50
Number of Council Meetings	2
Number of Committee Meetings	9

The E-signature pilot program is already proving to be a tremendous success. More than 20 files have been sent to the Mayor for electronic signature, and processing has been reduced from an average of 30 minutes per file to less than 30 seconds.

New features to the Electronic Document Submission system (Novus) were offered to department users this week, which include a single login option, single document submission option, and an email receipt notification when documents are received or rejected by the City Clerk. These options were the result of suggestions received in response to our latest customer service survey.

Applications and Infrastructure – Staff began a new Business Improvement project to develop an online application allowing the Business Improvement District contracted Owner's Associations to submit documentation via a web portal. Business requirements and data analysis started this week.

The previous IT reclassification study lead by ITA and the independent contractor has been suspended indefinitely. A new eight-member subcommittee has been created to develop new IT classifications with the assistance of Personnel and ITA departments. Staff will be participating in the study.

Historical Archives Research – An author researched the 1986 arson fire at LAPL. A team of documentarians researched the film collection for footage relating to the Chicano movement of the 1960s. The Department of Cultural Affairs researched the photo collection for images relating to water.

AB1290/Council – Staff received 1 allocation request, drafted 2 contracts, executed 1 contract, has 10 close outs in process and completed a CPRA request for former Councilwoman Janice Hahn.

General City Purposes – Staff processed 22 allocation requests, submitted 15 invoices for payment, drafted 1 contract and executed 3 contracts.

ISSUES

Committee Meeting Room 340 is having an ongoing issue with the audio system. There was no sound during the Planning and Land Use meeting earlier this week. ITA has been notified and is working on resolving the problem.

UPCOMING . . .

Neighborhood Council Election for Region 1 will be held on April 2.

Council in recess Friday, March 25, in observance of Good Friday.

The Council meeting for Friday, April 1 will be held in Van Nuys City Hall.